



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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NASA Transportation and General Traffic Management

Responsible Office: Logistics Management Division

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Change History

NPR 6200.1B, NASA Transportation and General Traffic Management

Chg#	Approved	Description/Comments
1	07/15/03	The following changes are the only changes being made to this NPR and they are the only items submitted for coordination. (1) In the Preface, P.2. Applicability, has been changed to read: This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities, and to Contractors as specified in their contracts. (2) P.4. References, added: The Energy Policy Act of 1992, as amended, 42 U.S.C. 13211 et seq., Executive Order 13149, April 21, 2000. Green the Government Through Federal Fleet and Transportation Efficiency. (3) A new section has been added: 3.1.23 requires and delegate's authority to Center TO/TM's to approve and review acquisition and use of all IFMS and NASA-owned vehicles and requirements for contractors. In addition, ssection 3.1.23 adds a requirement for contractors to to report IFMS vehicle information into the Department of Energy/General Services Administration Federal Automotive Statistical Tool.

Effective Date: July 15, 2003

PREFACE

P.1. PURPOSE

This NPR sets forth transportation and general traffic management responsibilities and procedures governing the use of commercial and Government transportation resources.

P.2. APPLICABILITY

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities, and to contractors as specified in their contracts.

Its use is encouraged for all contractors engaged in transportation and general traffic management operations on behalf of NASA to satisfy contractual institutional, program, or project obligations.

P.3. AUTHORITY

- a. Section 203(c) of the National Aeronautics and Space Act of 1958, amended (42 U.S.C. 2473).
- b. NASA Policy Directive 6000.1, Transportation Management.

P.4. REFERENCES

- a. Department of Defense Manual 4000.25-M, Defense Logistics Management System (DLMS).
- b. Military Standard 2073-1C, Department of Defense Standard Practice for Military Packaging.
- c. Military Standard Transportation and Movement Procedures (MILSTAMP), Department of Defense Regulation 4500.32R.
- d. NASA Procedures and Guidelines 6000, Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components.
- e. NASA Export Control Program Manual.
- f. 41 CFR, Part 101-41, Transportation Documentation and Audit.
- g. 48 CFR, Chapter 1, Part 47 - Transportation; Chapter 18, Part 1847 - Transportation.
- h. 49 CFR, Subtitle B, Chapter 1 - Research and Special Programs Administration, Department of Transportation.
- i. International Air Transport Association, Technical Instructions - Transportation of Dangerous Goods.
- j. International Maritime Administration, Dangerous Goods Shipping Code.
- k. NASA Far Supplement, Part 1847.
- l. NASA Procedures and Guidelines 1700.1, NASA Safety Policy and Requirements Document.
- m. NASA Procedures and Guidelines 1740.12, Safety Standards for Explosives, Propellants, and Pyrotechnics.
- n. The Energy Policy Act of 1992, as amended, 42 U.S.C. 13211 et seq., Executive Order 13149, April 21, 2000. Green

the Government Through Federal Fleet and Transportation Efficiency.

P.5. CANCELLATION

NPR 6200.1A, dated June 28, 1999.

/s/ Jeffrey E. Sutton
Assistant Administrator for
Institutional and Corporate Management

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CHAPTER 1. Overall Transportation Responsibilities

1.1. Director of Logistics Management Office

The Director, Logistics Management Office is tasked with providing overall functional leadership, guidance, direction, and management oversight for planning, implementing, and executing NASA transportation policies, guidelines, and performance standards at NASA Centers and Component facilities.

1.2. Manager, Transportation Programs

1.2.1. Serves as the functional staff manager of NASA traffic and transportation programs.

1.2.2. Develops and issues policies, guidelines, plans, performance standards, and Agencywide procedures relating to transportation management, including the following: (a) the acquisition, use, and maintenance of equipment and facilities required in the execution of NASA transportation activities; and (b) requirements for additional transportation services by common carrier, contractor, or others when required.

1.2.3. Is responsible for major negotiations with common carriers and their associations and represents NASA in proceedings before transportation regulatory agencies, subject to General Services Administration concurrence.

1.2.4. Assists Project Managers, Contracting Officers, and Center Transportation Officers on NASA Transportation activities that may generate any of the following: (a) an unusually high volume of NASA traffic; (b) unusual transportation problems involving size, weight, sensitivity, or hazardous commodities; or (c) a need for specialized equipment or facilities.

1.2.5. Assists in the review of program and project transportation plans, pursuant to integrated logistics support initiatives.

1.2.6. Interfaces with other Government agencies, e.g., Departments of Commerce, Defense, and Transportation, General Services Administration, Interstate Commerce Commission, and the Military Traffic Management Command on NASA transportation matters.

1.2.7. Negotiates operational responsibility for transportation projects in support of Agency goals.

1.2.8. Provides guidance to NASA Headquarters Offices and Centers relative to facilities and equipment necessary to support NASA transportation activities.

1.2.9. Oversees the implementation of Federal Property Management Regulations and other regulatory requirements relating to transportation management.

1.2.10. Plans and implements activities necessary to provide management oversight of transportation management programs at NASA Centers and Component facilities.

1.3. Directors of NASA Centers and Component Facilities

1.3.1. Appoint a qualified individual as the Center Transportation Officer and/or Traffic Manager to supervise the administration and accomplishment of all traffic management functions, both commercial and Government, for which the Center has responsibility.

1.3.2. Establish necessary internal policies and controls to ensure that the appointed Transportation Officer or Traffic Manager serves as a technical representative in procurements involving the acquisition of transportation assets.

CHAPTER 2. Transportation Assistance By Other Agencies

2.1. Assistance by Other Agencies

NASA Center Transportation Officers and Traffic Managers may obtain general assistance directly from the General Services Administration Regional Office or, in exceptional cases, from the Military Traffic Management Command Regional Office having responsibility for the geographical area in which the NASA Center is located.

2.2. General Services Administration

The General Services Administration will, upon request, provide freight traffic management data and services to all civilian agencies. NASA Center Transportation Officers and Traffic Managers may obtain routine traffic management data and services directly from their Regional Office. Specific services may include the following:

- 2.2.1. Providing commercial carrier rates, routes, and charges.
- 2.2.2. Developing proper technical description of articles for shipment.
- 2.2.3. Providing general traffic management information, instructions, and training.
- 2.2.4. Investigating loss/damage and assisting in filing claims.
- 2.2.5. Conducting assistance visits and technical reviews.
- 2.2.6. Using the Centralized Household Goods Traffic Management Program.

2.3. Military Traffic Management Command

The Military Traffic Management Command supervises the performance of the Department of Defense's traffic management functions. They control all cargo moving via the Defense Logistics Management System. Specific services may include the following:

- 2.3.1. Providing information on military-type commodities such as equipment explosives, rocket fuels, and pressurants to include rates, routes, and changes. This information may be obtained from their Eastern Area or Western Area Headquarters.
- 2.3.2. Providing technical assistance when it is necessary to ship NASA cargo via Military Sealift Command resources through Military Traffic Management Command terminals.
- 2.3.3. Revising MILSTAMP'S that are applicable to NASA Centers effecting shipments to most overseas destinations by utilizing DoD air or water transportation resources.

2.4. Air Force Air Mobility Command

Upon request, the Air Force Air Mobility Command will provide aircraft for NASA special airlift requirements to include Special Assignment Airlift Mission and special test loading requirements. Utilization of their services by NASA is restricted to those instances in which commercial capability is not available to transport bulky items or items of extreme sensitivity requiring a controlled environment or in order to meet a critical launch schedule. Only NASA Center Transportation Officers may order utilization of their capabilities. Centers will be advised of aircraft schedules involving Special Assignment Airlift Missions and any special test loading movements.

2.5. Military Sealift Command

Upon request, the Military Sealift Command will provide oceangoing vessels or cargo space for special missions. NASA Center Transportation Officers may order shipments, utilizing their resources.

2.6. Department of Transportation

The Department of Transportation publishes regulations that govern the transportation of hazardous materials in commerce. They approve exemptions in those cases in which full compliance with the regulations is not possible. This agency also establishes mandatory training requirements for persons involved with the preparation and transportation of these materials.

2.7. International Air Transport Association

The International Air Transport Association publishes regulations that govern the international transportation of hazardous materials and dangerous goods by air. These regulations may be used for domestic air transportation permitted by the Department of Transportation.

2.8. International Maritime Administration

The International Maritime Administration is responsible for promulgation of regulations that govern the international transportation of hazardous materials and dangerous goods by oceangoing vessel. These regulations may be used for inland water transportation as allowed by the Department of Transportation.

2.9. Departments of Commerce and State

The Departments of Commerce and State will provide information on export and import controls and requisite licensing requirements. Export administration within NASA will be in accordance with the Export Control Program manual published by the Office of External Relations.

CHAPTER 3. Duties and Responsibilities at NASA Centers

3.1. General Duties

Center Transportation Officers and Center Traffic Managers are responsible for performing the following duties and responsibilities:

3.1.1. Serve as a technical advisor to the Center Director for all transportation and traffic management activities, and serve as the focal point for all transportation and traffic management functions at the Center. In addition, transportation and traffic management advice will be furnished to those officials responsible for making institutional and program or project decisions pertaining to the procurement of transportation assets. Procedural guidance concerning procurements involving transportation is contained in paragraphs 3.1.23.5 through 3.1.23.9 and in Appendix B.

3.1.2. Ensure the efficient operation of traffic management activities within the Center in accordance with this NPR and other applicable references. Special attention will be given to transportation costs and the shipment of freight via the lowest overall commercial transportation cost except when it is determined that time is of the essence in regard to the due date at destination; cargo is of high value or is sensitive and requires a high degree of reliability of protection while in transit; or the cargo is determined to be mission-critical essential.

3.1.3. Maintain a current traffic management library for applicable regulations, tenders, selected tariffs, and other carrier rate quotations. A current terminal facilities guide should also be maintained.

3.1.4. Ensure that shipments containing hazardous materials are processed and prepared for shipment and transportation in accordance with Department of Transportation Hazardous Materials Regulations in Title 49, Code of Federal Regulations, Parts 100-199. Shipments must also be in compliance with the International Air Transport Association technical instructions for the safe transport of dangerous goods, and the International Maritime Administration Dangerous Goods Code. Hazardous materials offered for shipment by military aircraft must be in compliance with Air Force Logistics Command regulations.

3.1.5. Ensure that personnel who are responsible for preparing, processing, and handling of shipments containing hazardous materials are properly trained in accordance with the applicable regulations in Title 49, Code of Federal Regulations, Parts 100-199. Coordinate the removal of hazardous waste with the Center Environmental Management Office to ensure compliance with applicable regulatory agency guidelines.

3.1.6. Maintain liaison with commercial carriers servicing the Center to ensure familiarity with loading procedures, services, schedules, facilities, and accessory charges. Carriers will be furnished with adequate information in response to any formal inquiries concerning transportation matters except where classified or security sensitive cargo is involved. Clearance must be obtained from the Center Security Officer prior to the release of classified or security sensitive information to carriers.

3.1.7. Prepare necessary transportation staff studies to support Center institutional, program, or project objectives, covering all transportation activities including cost trades, transportability, development of individual transportation plans, and individual packaging, crating, marking, dimensional clearance, weight limitations, and all allied transportability problems.

3.1.8. Be responsible for the custody of, accounting for, and issuing of Government Transportation Requests when assigned the duty. Responsibilities include an overall review of passenger services to determine if it is feasible to use electronic ticketing and automatic payment procedures, such as the use of a Government Travel Account for airline passenger transportation. When deemed cost effective, the Transportation Officer will initiate these measures in accordance with the NASA FAR Supplement, in conjunction with the Center Financial Management Officer.

3.1.9. Ensure technical supervision of safe loading, blocking, bracing, unloading, the suitability of applicable carriers

equipment, as required, and ensure prompt release of equipment to avoid detention charges.

3.1.10. Initiate and distribute Standard Form 361, Discrepancy in Shipment Report, and other standard forms and actions in connection with the reporting, resolving, and prevention of overage, shortage, damaged, lost, or stray NASA freight as directed by Federal Property Management Regulations Part 101-40.

3.1.11. Be responsible for the custody, accountability, issuance, and conversion of Government Bills of Lading in accordance with Federal Property Management Regulations and the General Services Administration Guide on How to Prepare and Process United States Government Bills of Lading.

3.1.12. Maintain appropriate institutional and program or project records involving transportation activities.

3.1.13. Serve as the Center focal point for all Special Assignment Airlift Missions and test load applications.

3.1.14. Establish, in conjunction with the Motor Vehicle Operations Officer, a permissible operating distance for movement of passengers and shipment of cargo or equipment via Government-owned or -leased equipment. Consideration should be given to the Energy Conservation Program when the permissible operating distance is formulated.

3.1.15. Establish and monitor a process, in conjunction with the Center Financial Management Officer, for reviewing and certifying prior to payment, all public vouchers executed in conjunction with Government Bills of Lading offered for payment.

3.1.16. Ensure that transportation concerns are considered in program and project planning, management, status reporting, and scheduling as part of an integrated logistics support approach.

3.1.17. Be proactive in conducting negotiations with common carriers for requirements unique to the Center.

3.1.18. Provide data upon request to NASA Headquarters in support of external representation of the Agency before transportation regulatory bodies.

3.1.19. Provide traffic management guidance to NASA contractors for which the Center has cognizance.

3.1.20. Initiate shipment of household goods on Government Bills of Lading. Shipments should be in support of personnel relocations as directed by the Center Personnel Office.

3.1.21. Initiate a cost comparison on household goods shipments by the commuted rate versus the actual expense method. When a savings of \$250 or more is indicated, the actual expense method, utilizing a Government Bill of Lading, should be employed.

3.1.22. In consultation with the Center Export Administrator, ensure that all exports and transfers of commodities, technologies, and software under Center programs and projects are accompanied by appropriate and accurate export control documentation, including validated licenses, Foreign Consignee Statements, or other authorizing documents and markings, as needed, as well as Shipper's Export Declarations. Exports and transfers required by Headquarters Program or Project Managers will be handled through the Goddard Space Flight Center Transportation Officer who shall consult with the Center Export Administrator and the Headquarters Export Administrator on all Headquarters exports. Except for Shippers Export Declarations, Transportation Officers are not authorized to sign export-licensing documents. For guidance on export procedures, see the NASA Export Control Program manual.

3.1.23 Motor Vehicle Compliance to Executive Order 13149 and Energy Policy Act of 1992.

3.1.23.1 Executive Order (E.O. 13149) on Greening the Government Through the Federal Fleet and Transportation Efficiency requires that the Federal Government exercise leadership in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of Alternative Fuel Vehicles (AFV) and alternative fuels.

3.1.23.2 Chapter 134 of 42 U.S.C. 13211 titled Energy Policy (EPAAct) provides definition that the term "fleet" "means a group of 20 or more light duty motor vehicles, used primarily in a metropolitan statistical area or consolidated metropolitan statistical area, as established by the Bureau of the Census, with a 1980 population of more than 250,000, that are centrally fueled or capable of being centrally fueled and are owned, operated, leased, or otherwise controlled by a governmental entity." The key requirement of the E.O. is that "each agency operating 20 or more motor vehicles within the United States shall reduce its entire vehicle fleet's annual petroleum consumption by at least 20 percent by the end of FY 2005, compared to FY 1999 petroleum consumption levels."

3.1.23.3 For purposes of this section, Government-owned is inclusive of Government-leased Interagency Fleet Management System (IFMS) vehicles. Part 5 Section 505 of E.O. 13149 cites "Agencies must ensure that all

Government-owned, contractor-operated vehicles comply with all applicable goals and other requirements of this order and that these goals and requirements are incorporated into each contractor's management contract."

3.1.23.4 Each Center Transportation Officer (TO) or Transportation Manager (TM) will ensure contractors who operate Government-owned vehicles meet the requirements provided in the National Aeronautics and Space Administration (NASA), compliance strategy dated December 2002. This strategy describes the steps NASA will take in fulfilling the requirements of the EPO and E.O. 13149.

3.1.23.5 Center TO's or designated TM's shall review and validate all contractor vehicle requirements as they relate to Government-owned vehicles prior to contract award. These vehicle requirements shall be agreed upon with the procurement request originator or project manager, and provided to the contracting officer as part of the specification or statement of work for incorporation into the solicitation and resulting contract. Annually, TO's or TM's in conjunction with the contractor will hold a vehicle review to validate type and quantity of all Government-owned, contractor-operated vehicles to ensure proper allocation and utilization of vehicles based on program requirements.

3.1.23.6 Center Procurement Offices, in consultation with the TO/TM and the Request Originator, are responsible for the following: (1) Providing guidance and facilitating acquisition planning with respect to motor vehicle management requirements; (2) ensuring that solicitations and contracts contain the appropriate provisions and FAR clauses to implement energy efficient motor vehicle requirements (FAR Part 11, NFS Parts 1823 and 1851).

3.1.23.7 Procurement request originators are responsible for the following: (1) consulting early on in the procurement process with the appropriate parties (e.g., TO/TM's, contract specialists) to facilitate procurement planning; (2) utilizing statements of work or specifications which include motor vehicle requirements in accordance with this NPR, including explicit numbers and types of vehicles, and GSA sourcing requirements if any; and (3) coordinating with the TO/TM for his or her approval.

3.1.23.8 Should the contractor require additional Government-owned vehicles, the contractor shall coordinate new vehicle acquisition through the Center TO or designated TM and Contracting Officer (CO) for advance approval. Unless the contractor receives written approval from the Center TO or designated TM and the CO, the contractor shall not negotiate directly with GSA to acquire or dispose of any Government-owned vehicle.

3.1.23.9 Contractors who operate Government-owned vehicles shall be required to assemble and report Federal Automotive Statistical Tool (FAST) data annually, not later than October 15 of each calendar year. The contractor shall be responsible for the entry of data directly into FAST. The Center TO or designated TM may elect to enter contractor FAST data in lieu of the contractor for inclusion into their Center's annual report. The Center TO or designated TM shall provide the contractor with the data elements for FAST and provide guidance or interpretation of FAST as required.

3.2. Regulatory Responsibilities and Commercial Agreements

Center Transportation Officers and/or Traffic Managers should accomplish the following:

3.2.1. Always utilize licensed commercial carriers to the maximum extent practicable.

3.2.2. Ensure that the International Air Transport Fair Competitive Practices Act of 1974 is adhered to in accordance with the guidelines issued by the Comptroller General of the United States for air passengers and freight.

3.2.3. Obtain assurance from carriers that all necessary permits have been obtained or will be secured prior to release of shipment. When extraordinary circumstances warrant, the Transportation Officer or Traffic Manager may assist commercial carriers in obtaining necessary highway permits from local and State regulatory bodies for oversize or overweight loads but will in no case be responsible for obtaining requisite permits.

3.2.4. Prepare and transmit statutorily required transportation control and movement documents for all shipments.

3.2.5. Notify the Director of Logistics Management Office, and the General Counsel, prior to initiating, defending, participating in or supplying information for use in proceedings involving transportation rates, fares, charges, or services before any transportation regulatory agency. It is necessary to clear all sensitive or classified written or oral testimony through the cognizant Center Security Officer and Center Legal Counsel prior to release to any regulatory body. Center personnel who have been subpoenaed by any regulatory body or who have been selected by NASA Headquarters to appear before a regulatory body should consult with Agency Counsel and be accompanied by Agency Counsel at any appearance. The notice should include any evidence, exhibits, names of witnesses, and any other pertinent data to support the proposed NASA position.

3.2.6. Initiate agreements with local carriers as listed in General Services Administration Bulletins for use of commercial forms and procedures, when the transportation charges do not exceed \$250.

3.3. Notification of Transportation Program Exigencies

3.3.1 Center Transportation Officers and/or Traffic Managers will advise the Manager, Agency Transportation Programs, when they are requested by civil groups, carriers, or other interested parties to participate in or to supply information for use in support of applications or petitions for new or additional transportation services. Notifications should consist of the following information:

3.3.1.1. Source of the request and type information or participation requested.

3.3.1.2. Brief description of the proceedings, including docket number, date, and place of hearings.

3.3.1.3. Description of authority or services being considered, including a copy of the application or petition, if available.

3.3.1.4. Proposed action by NASA in the proceedings.

3.3.1.5. A summary of actual and potential traffic covering a period of not less than 90 days for past traffic and 1 year on a projected trend.

3.3.1.6. Other information considered of value in establishing a NASA position.

3.3.2. Center Transportation Officers and/or Traffic Managers will also expeditiously advise the Manager, Agency Transportation Programs when the proposed abandonment or discontinuance of a transportation service will cause a material weakness at a NASA Center; or when --

3.3.2.1. Special Assignment Airlift Mission requests for test loading of material involving transportability in military airlift aircraft is necessitated. Normally the Air Force requires a minimum of 60 days' notice, prior to date test loading occurring.

3.3.2.2. Transportation budget estimates and cost requirements are required in support of installation, program, and project planning activity.

3.3.2.3. Requests for Department of Transportation Hazardous Materials exemptions and approvals in accordance with 49 CFR, Subtitle B, Chapter 1 are required.

3.3.2.4. Purchases, leases, or rentals of major transportation equipment or transportation facilities are contemplated for the execution of a program or mission. Detailed information and complete transportation plans should be included.

CHAPTER 4. Cargo and Passenger Aircraft Charters and Leases

4.1. Approval of Cargo Aircraft Charters and Leases

4.1.1. Requirements for the transportation of cargo by charter or leased aircraft shall be approved by Center Transportation Officers or Traffic Managers. When these services are required, the justification for use shall be documented by detailed statements to the effect that the requirement cannot be effectively met by the use of regularly scheduled commercial services.

4.1.2. Centers utilizing leased or charter aircraft services should report each use to the Manager, Agency Transportation Programs on a fiscal year basis. Data will be submitted no later than 30 days after the end of the fiscal year. Reports should include the following information for each individual lease or charter: (1) description and weight of cargo; (2) type of aircraft used; (3) dates of use; (4) cost; and (5) points of origin and destination.

4.2. Approval of Passenger Aircraft Charters And Leases

Each NASA Center will establish the internal procedures necessary to cover the processing of requests to charter commercial aircraft for performance of official temporary duty travel. Requests may be approved on a case-by-case basis by Center Directors as a proper mode of transportation when the following conditions exist:

4.2.1. There is no common carrier transportation readily available from the point of origin to the destination and return.

4.2.2. The lapsed time necessary to accomplish the trip by common carrier is so crucial that it could jeopardize the mission for which the travel is authorized, and NASA mission-management aircraft is not available.

4.2.3. Each request for use of a commercial charter or lease aircraft must be supported by a written justification.

4.2.4. Charter flight agreements must be in writing and signed by both the carrier and the designated Center representative.

4.2.5. Centers utilizing leased or chartered aircraft services shall report such use to the Manager, Agency Transportation Programs, on a fiscal-year basis. Data will be submitted no later than 30 days after the end of the fiscal year. Information will be as stated in paragraph 4.1.2 above.

CHAPTER 5. Special Assignment Airlift Mission Requests

5.1. Requesting a Special Assignment Airlift Mission

5.1.1. Special Assignment Airlift Mission requests will be initiated by the Center Transportation Officer or Traffic Manager and transmitted by telegraphic message to Headquarters, Air Mobility Command. The telegraphic message addresses are as follows:

- a. HQ AMC SCOTT AFB IL//SAAM/XOOMSR//
- b. HQ AMC TACC SCOTT AFB IL//SAAM/XOOMSR//

5.1.2. The telegraphic message request for the mission must be in the format set forth in Appendix D.

5.1.3. Each NASA Center must establish internal procedures for the processing and approval of mission requests. Criteria for establishing mission priorities will be as outlined in this NPR.

5.1.4. Mission requests will contain a detailed justification of the need for support and identify, by name, the program or project to which the cargo is assigned.

5.1.5. Funding for missions will be provided by the requesting Center. The appropriate fund citation will be included in the message.

5.1.6. Shipments involving hazardous or dangerous materials will be noted, and the cargo will be properly identified, and the storage, packaging, size and types of containers, as well as the quantity of the materials will be in accordance with applicable Air Force regulations.

5.2. Criteria for Establishing Priorities

One of the following priorities will be assigned to all mission requests:

5.2.1. PRIORITY 1A - Used only for (a) missions directed by the President; (b) United States military forces and other forces and activities in combat, including forces and activities receiving United States military assistance, as designated by the Joint Chiefs of Staff; (c) programs that have been approved by the President for top national priority; or (d) special weapons.

5.2.2. PRIORITY 1B - Used only for (a) units, projects, and plans that have been specifically approved by the Joint Chiefs of Staff for implementation; or (b) missions specifically directed by the Office of the Secretary of Defense or the Joint Chiefs of Staff.

(Mission requests bearing Priorities 1A and 1B must be accompanied by the name and office of the General or flag rank officer or civilian official in the Office of the Secretary of Defense or Joint Chiefs of Staff who is personally aware of, and who has authorized, the mission.)

5.2.3. PRIORITY 2A - Applies only to United States forces and activities, or foreign forces and activities receiving United States military assistance, that are being deployed or that are in a state of increased readiness for an immediate combat or direct combat support role. This may also apply to industrial production activities engaged in repair, modification, or manufacture of primary weapons and equipment and supplies, and necessary to prevent an impending work stoppage or to reinstitute production when a stoppage has already occurred or when the material is required to perform a national emergency role.

5.2.4. PRIORITY 2B - Used only for exercises directed by the Joint Chiefs of Staff.

5.2.5. PRIORITY 2C - Used only for exercises coordinated by the Joint Chiefs of Staff.

5.2.6. PRIORITY 3 - Used only for traffic that is destined for United States forces and activities or foreign forces and activities receiving United States military assistance, maintained in a state of readiness to deploy for combat, and other activities essential to combat forces.

5.2.7. PRIORITY 4 - Used only for (a) United States active and selected Reserve forces or foreign forces and activities receiving United States military assistance, that are planned for employment in support of approved war plans, and support activities essential to such forces; (b) all other United States forces and activities and foreign forces and activities receiving United States military assistance; or (c) other non-Department of Defense activities that cannot be accomplished by commercial carriers.

Appendix A: Definitions

1. Astray Freight

Shipments or portions of shipments found in a carrier's possession or delivered to a Government installation for which a valid bill, waybill, or freight bill is not available or which is being held for any reason except transfer.

2. Discrepancy

A transportation discrepancy is any variation between the data shown on the bill of lading or other transportation document, and the quantity, or condition of the containers, and contents actually received. This includes overages, shortages, visible damages, and concealed damages.

3. Freight Classification

A system of grouping together commodities of like or similar transportation characteristics for the purpose of assigning ratings to be used in applying rates.

4. Hazardous Materials or Dangerous Goods

Materials that are regulated by the United States Department of Transportation or other international governments because of the risks that they present while in transit in the public domain.

5. Household Goods

Household furnishings such as furniture or equipment, clothing, books, baggage, and personal property and effects associated with the home and person at the time of shipment or storage. The term usually does not include any of the following items:

- 5.1. Privately owned motor vehicles.
- 5.2. Motorcycles and similar motor vehicles.
- 5.3. Trailers with or without property.
- 5.4. Airplanes.
- 5.5. Mobile homes and camp trailers.
- 5.6. Boats.
- 5.7. Birds, pets, and livestock.
- 5.8. Building or construction materials.
- 5.9. Cordwood.
- 5.10. Property belonging to persons other than the head or immediate family members of a household.
- 5.11. Property intended for use in conducting a commercial enterprise.

6. Logistics

The science of planning for, providing, and applying available resources necessary to operate and maintain a given system, or product in a specified operational environment.

7. Negotiated Tender

A special tender that is offered by commercial carrier(s) in response to a request for adjustment.

8. Oversize and Overweight Shipments

Nonroutine shipments of freight which require special consideration and transportation planning involving transportability factors and one or more of the following:

- 8.1. Special permits required for shipments scheduled to move over the open highways.
- 8.2. Freight exceeding the dimensions or weights prescribed in the Railway Equipment Register and Railway Line Clearance.
- 8.3. Cargo that must move via marine or air modes due to transit time limitations, item configuration, or environmental requirements that do not permit the use of other modes.

9. Test Loading

Applies to a planned test to determine the preliminary loading, securing, and offloading methods for outsized, overweight, sensitive, or dangerous items of material aboard a military aircraft or other modes of transportation.

10. Traffic and Transportation Management

Responsibilities that encompass planning direction, control, supervisory, and administrative tasks required to provide for efficient and economic movement of freight and passenger transportation service.

11. Transit Privilege

The opportunity of storing or processing shipment at a transit point and subsequently reforwarding the same material or its equivalent to its destination, and receiving the benefit of the lowest rate in effect from the initial point or origin to the final destination, plus transit charges.

12. Transportability

The inherent capability of material to be moved by towing or self propulsion, or by carrier via railways, highways, waterways, and airways. Transportability includes consideration of the sensitive or dangerous nature of material and equipment or those items susceptible to damage in transit.

13. Transportation Officer and/or Traffic Manager

Individuals with the assigned responsibility for the direct administration and operation of all traffic management functions which include applicable offsite locations.

14. Transportation Planning

The science of applying traffic management principles to programs and projects as well as the equipment and related hardware procurements.

15. Volume Movements

Freight shipments amounting to or exceeding 200,000 pounds, scheduled to move from one point of origin to one point of destination, regardless of the amount of time between forwarding of the first consignment and receipt of the last consignment.

16. Voluntary Tender

Tenders offered by commercial carrier(s) for reasons best known to the carrier(s) and that are not in response to an adjustment request from NASA. As the term implies, a tender is offered by a commercial carrier on a voluntary basis for the purpose of soliciting Government shipments involving freight, household goods, or passengers.

Appendix B: Transportation Assistance to Contracting Officers

1. Transportation Officers and/or Traffic Managers will provide requested assistance to Contracting Officers and other authorized procurement officials and serve as technical consultant in all traffic management areas of responsibility relative to the movement of cargo and freight and contractor personnel relocations involving reimbursement from the Government. Cost comparisons of freight shipments, proposed in relation to NASA contracts and purchase orders, will be prepared and evaluated by the Transportation Officer or Traffic Manager.
2. Contracting Officers are responsible, under NASA Procurement Regulations, for effecting coordination with Transportation Officers and Traffic Managers prior to solicitations, contract awards, and any contract termination actions, and throughout the performance period of contracts and the termination process. Transportation Officers and Traffic Managers, in conjunction with legal counsel, will provide the Procurement Officer with standardized transportation clauses for inclusion in purchase orders, bids, contracts, or other associated procurement documents, and with any other requirements to be included in such pre-and postaward instruments.
3. Areas for consideration in procurement actions include the following:
 - 3.1. Determination of Free On Board point(s).
 - 3.2. Transportation rates and charges.
 - 3.3. Mode of transportation required.
 - 3.4. Freight classification.
 - 3.5. Transportability problems.
 - 3.6. Packaging and preservation.
 - 3.7. Clearances.
 - 3.8. Volume moves.
 - 3.9. Tracing and expediting of freight.
 - 3.10. Documentation of shipments.
 - 3.11. Delivery date(s) of cargo.
 - 3.12. Sensitivity of cargo.
 - 3.13. Processing of shipments involving less than \$100,000 in transportation charges.
 - 3.14. Transit privilege(s).
 - 3.15. Test loadings as required.
4. Routing guides will be prepared and updated periodically and maintained in a current status by the Transportation Officers and Traffic Managers. Purchase Agents may use the guides when applying prepay and add-on transportation charges to small purchases.

APPENDIX C: Use of Commercial Forms and Procedures for Small Shipments

1. Commercial forms and procedures may be used to pay freight charges for small shipments that do not exceed \$1000.
2. Payment of transportation charges under the procedures outlined in 5 GAO 3017 must be billed by, and paid to, the carrier of origin or freight forwarder. Charges may not be waived to any other carrier. Payment of transportation charges to a carrier of origin will be based upon commercial forms and paid for by each NASA Center initiating shipment.
3. Transportation Officers and Traffic Managers will ensure the establishment of a system or series of controls that will preclude the making of duplicate payments.
4. All shipments remain subject to the terms and conditions set forth in the standard form of the U.S. Government Bill of Lading and any other applicable contract or agreement, per 41 CFR Part 101-41, limiting authority to use Government Bills of Lading.
5. A Commercial Bill of Lading will not be used for international shipments or for van shipments of household goods. A Government Bill of Lading must be utilized.

Appendix D: Format for Special Assignment Airlift Mission Requests

1. Special Assignment Airlift Mission requests should be submitted on a Standard Form 14, as included herewith. Data fields should be given in the order listed. Each field must be separated by a single slash (/). Each data set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end of field marker. To indicate a blank field, enter "/-/" . A data set line may not exceed 69-characters. The entire data set may, however, require two or more lines of text. In this case, end each line with a complete field, and begin the continuation line with a single slash (/), followed by the next field. A data set field may not be split between two lines.

2. Message Identification (MSGID) Data set (Required)

- 2.1. (Mandatory) Enter the data set title, such as MSGID (five-character maximum).
- 2.2. (Mandatory) Enter the title of the message, e.g. AL1249 (six-character maximum).
- 2.3. (Mandatory) Enter the organization or location initiating the request (20-character maximum).

3. AL1249REQ Data set (Required)

- 3.1. (Mandatory) Enter the data set title, e.g., AL1249REQ (nine-character maximum).
- 3.2. (Mandatory) Enter the type of request, e.g., Special Assignment Airlift Mission (SAAM). (four-character maximum).
- 3.3. (Conditional) Enter the Special Assignment Airlift Mission number. Initial requests for airlift will not contain a number until assigned by the appropriate validator. Therefore, requesters should enter "/-/" if the number is not known (four-character maximum).
- 3.4. (Conditional) Enter the airlift priority, e.g., 1B1 (three-character maximum). Requesters should enter "/-/" if the priority is not known.
- 3.5. (Mandatory) Enter your unit identifier, e.g., NGB Andrews AFB (20-character maximum).
- 3.6. (Optional) Enter the project name, if applicable, e.g., drug interdiction. Enter "/-/" if no project name (40-character maximum).
- 3.7. (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering "Y." Enter "N" to exclude information addressees on subsequent messages (one-character maximum).

4. Onload/Offload (ONOFF) Data set (Required)

- 4.1. (Mandatory) Enter the data set title, e.g., ONOFF (five-character maximum)
- 4.2. (Mandatory) Enter the security classification on this line, e.g., "U"-Unclassified, "C"-Confidential, "S"-Secret, or "T"-Top Secret (one-character maximum).
- 4.3. (Mandatory) Enter a reference number for each on/offload for each portion of the mission.

For multiple stops, enter a new reference number for each on/offload combination, e.g.,
ONOFF/U/1/KBLV/MYIG...ONOFF/U/2/KHRT/MYIG...ONOFF/U/3/KDYS/MYIG...This number will tie each

on/offload location and its requirement to the commodity description in the load and hazardous commodity data sets (four-character maximum).

4.4. (Mandatory) Enter the name of the port of embarkation by name or International Civil Aviation Organization code (preferred entry) (16-character maximum).

4.5. (Mandatory) Enter the name of the port of debarkation by name or aviation code (preferred entry) (16-character maximum).

4.6. (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the available-to-load date, e.g., 140100ZJUL91. If the time should be coordinated, also enter "COORD" (12-character maximum).

4.7. (Mandatory) Enter the pick up and latest arrival date and time. Use Greenwich Mean Time expressed as "Z time," e.g., 140200ZJUL91. If time should be coordinated, enter "COORD" (12-character maximum).

4.8. (Conditional) Enter the number of passengers to be on or offloaded at each location. In the remarks data set, identify all foreign nationals. If mission is for cargo, indicate passengers who may be couriers or technical escorts (five-character maximum).

4.9. (Conditional) Enter the total weight of the any baggage, expressed in short tons, to the nearest tenth of a ton (five-character maximum).

4.10. (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (five-character maximum).

4.11. (Conditional) Enter the total cubic feet of the cargo and baggage (six-character maximum).

4.12. (Optional) Enter any comments about the on or offloading or timing, i.e., To Be Determined (seven-character maximum).

5. Mission Requirements (MSNREQ) Data set (Optional)

5.1. (Mandatory) Enter the data set title, e.g., Mission Requirements (MSNREQ) (six-character maximum).

5.2. (Mandatory) Enter the security classification on this line. "U"-Unclassified, "C"-Confidential, "S"-Secret, "T"-Top Secret (one-character maximum).

5.3. (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an onload or offload requirement number in the ONOFF data set (six-character maximum).

5.4. (Optional) Enter the number of aircraft requested (three-character maximum).

5.5. (Optional) Enter the type of aircraft requested (eight-character maximum).

5.6. (Optional) Enter the aircraft configuration requested (five-character maximum).

5.7. (Optional) Enter mission support requirements, e.g., forklifts, X-loaders, pallets, etc. (37-character maximum).

6. Load Data set (Optional)

6.1. (Mandatory) Enter the data set title, e.g., load (four-character maximum).

6.2. (Mandatory) Enter the security classification on this line, e.g., "U," "C," "S," or "T" (one-character maximum).

6.3. (Mandatory) Enter a reference number for each load description. This number will tie the load description in this data set to its requirement in the ONOFF data set (four-character maximum).

6.4. (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this data set to the hazardous commodity description in the HAZCOM data set (one-character maximum).

6.5. (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation shipping name and class, if appropriate. Do not use slashes within this data set. Use a separate line for

each commodity description. Begin each additional line of the data set with "LOAD/" (16-character maximum).

6.6. (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (4-character maximum).

6.7. (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (six-character maximum).

6.8. (Optional) Enter the unit cubic feet of all nonpalletized cargo, or vehicles, or the total cubic feet of pallets (five-character maximum).

6.9. (Optional) Enter the length, in inches, of all nonpalletized cargo, or vehicles (three-character maximum).

6.10. (Optional) Enter the width, in inches, of all nonpalletized cargo, or vehicles (three-character maximum).

6.11. (Optional) Enter the height, in inches, of all nonpalletized cargo, or vehicles (three-character maximum).

6.12. (Mandatory) Enter the security classification of the cargo: "U"-Unclassified; "C"-Confidential; "S"-Secret; "T"-Top Secret; or "Y"-Classified (one-character maximum).

7. Hazardous Commodity Data Set (Optional)

7.1. (Mandatory) Enter the data-set title, i.e., HAZCOM (seven-character maximum).

7.2. (Mandatory) Enter the security classifications of this line, i.e., "U," "C," "S," or "T" (one-character maximum).

7.3. (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this data set to an on or offload requirement in the ONOFF data set (four-character maximum).

7.4. (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this data set to the load description in the load data set (one-character maximum).

7.5. (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks data set, if necessary. Hazardous materials will not be airlifted unless all provisions of applicable regulations have been complied with (43-character maximum).

7.6. (Mandatory) Enter the packaging paragraph for hazardous items in accordance with applicable Air Force Regulations. (10-character maximum).

7.7. (Optional) Enter the total net explosive weight (three-character maximum). Indicate in the remarks data set by class, for each item containing Department of Defense class or division 1.1, 1.2, or 1.3 explosives.

8. Contacts Data Set (Required)

8.1. (Mandatory) Enter the data set title, e.g., Contacts (eight-character maximum).

8.2. (Mandatory) Enter the security classification of the line, i.e., "U," "C," "S," or "T" (one-character maximum).

8.3. (Mandatory) Enter the type of contact, e.g., Onload, En route, Best, Overall, Validator (10-character maximum).

8.4. (Mandatory) Enter the location of the contact (20-character maximum).

8.5. (Optional) Enter the full name of the contact (25-character maximum).

8.6. (Mandatory) Enter the office telephone number. Include Digital Sequencing Number and commercial number with area code, as applicable (18-character maximum).

8.7. (Optional) Enter the home telephone number. Include the area code (18-character maximum).

9. Billing Data Set (Conditional)

If message originates from a Special Assignment Airlift Mission validator, billing information is mandatory.

9.1. (Mandatory) Enter the data set title, e.g., billing (seven-character maximum).

9.2. (Conditional) Enter the appropriate chargeable funding code(s), as applicable. If none of these are available, include the name and address of the specific organization reimbursing on a direct billing basis (69-character per line maximum; 255-character total allowed).

10. Remarks Data Set (Optional)

10.1. (Mandatory) Enter the data set title, e.g., remarks (seven-character maximum)

10.2. (Optional) Provide the following: (2500-character maximum)

10.2.1. Purpose of the mission. A brief, concise, unclassified statement, e.g., Purpose - Mission is to airlift support equipment for Space Shuttle contingency landing.

10.2.2. Geographic location of information addressees. If an "N" was not entered in the INFOADDR field of the AL1249REQ data set, all information addressees included on the 1249 message will be copied on subsequent communications about the mission.

10.2.3. Justification for short-notice foreign clearance requirement of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance and the name and telephone number of individuals who can provide additional justification for the emergency mission, if required.

10.3. Mission requests submitted within 72 hours of the desired movement date are considered an emergency. A statement as to the emergency requirement and the justification for airlift within 72 hours must be included in the remarks data set. The full name, military or civilian grade, and location must be included in the remarks.

TELEGRAPHIC MESSAGE

NAME OF		PRECEDEN	SECURITY	
		INFO:		
ACCOUNTING		DATE	FILE	
		05/13/97		
FOR INFORMATION				
NAME		PHONE	TYPE OF	
			<input type="checkbox"/> SINGLE <input type="checkbox"/> MULTIPLE BOOK ADDRESS	
THIS SPACE FOR USE OF COMMUNICATION				
MESSAGE TO BE <i>(Use double spacing and all capital letters)</i>				
TO: MSGID /TITLE/ORIGINATOR/ AL1249REQ /TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO- ONOFF /CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/AVAIL LOAD DATE/EARLIEST ARRIVAL OR PICK UP ARRIVAL DATE/NUMBER OF PAX/BAGGAGE/SHORT TONS/CARGO TONS /CUBE OF CARGO AND BAGGAGE/COMMENTS (IF MSNREQ /CLASSIFICATION/REF NUMBER/NUMBER ACFT/C ONFIGURATION/MSN SUPPORT COMMENTS (I.E., LOAD /CLASSIFICATION/REF NUMBER/CARGO REF/LOAD PLTS, VEHICLES, PCS NONPALLETIZED CARGO/CARGO POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF				
		SECURITY		
		PAGE NO.	NO. OF PGS.	

STANDARD FORM 14
 REVISED 11-80 (MOD Etc net Dec 86) *GPO : 1980 O - 341-526
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 (Perfor Pro Pins Jnl)